

## Purpose

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Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Bank Information** service is located in the 'My Pay' workset in ESS. Employees can use this service to set up (or change) their bank information for direct deposit of their paycheck.

Employees will have the option to have up to two bank accounts for direct deposit. The following bank types will be available:

**Main Bank** - This is the main account for which an employee's paycheck is deposited. Employees can have one valid 'Main Bank' record.

**Other Bank** - If an employee wants to split the direct deposit of their paycheck into two accounts (direct deposit), employees have the option to set up an additional bank account. Employees can only have one 'Other Bank' record.

If an employee chooses to set up an additional direct deposit bank account, the employee can set a specific dollar amount or percentage of their paycheck to be deposited into the 'Other Bank.' The remaining portion of the paycheck is deposited into the 'Main Bank.'

### NOTES/OTHER:

Employees only have the option to set up direct deposit or maintain existing direct deposit information (changing banks, bank account numbers, etc.). If the employee is already set up as direct deposit, they cannot elect to change the payment method to receive a check. If an employee elects to stop their direct deposit, they should contact their agency's payroll office. Employees (especially New Hires) who are initially set up to receive a check are strongly encouraged to use direct deposit.

When changes are made to direct deposit, the changes might not be in effect for up to two weeks based on the timing of the payroll cycles.

### DISCLAIMER:

**All employees must read the 'Direct Deposit Authorization ' in ESS prior to maintaining their Bank Information. By using the Bank Information service in ESS, it is assumed that the employee is in agreement with the disclaimer.**

### Trigger

Use this service in Employee Self-Service (ESS) to set up (or change) your direct deposit information.

### Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

### **Menu Path**

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ ESS ➔ My Pay ➔ Bank Information

### **Transaction Code**

ESS

### **Helpful Hints**

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

## Procedure

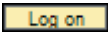
1. Start all ESS application by logging on to the MySCEmployee Portal:



### Welcome South Carolina State Employees

2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome essuser1, **MySCEmployee** powered by **SCEIS** [Help](#) | [Personalize](#) | [Log Off](#)

Welcome | **Employee Self Service** | Alerts and Information | Universal Worklist

### Welcome to the SCEIS Employee Portal

A revised agency rollout schedule approved September 15 by the SCEIS Executive Oversight Committee adjusts the timing of future implementations, while keeping the original Project completion date of July 2010. In the new schedule, agencies will go live in just two large rollouts, rather than a series of frequent smaller rollouts. (The upcoming FF2 rollout on November 3, 2008, is unchanged.) In the revised plan, the previously-identified Functional Fit 3 and 4 agencies and most of the broader-scope Wave agencies will all go live together, in a large Phase 3 rollout on November 2, 2009. A final rollout, Phase 4, will complete the SCEIS agency implementations on May 3, 2010. Between now and Phase 3, the SCEIS Project Team is working on development of the Human Resources / Payroll modules and a number of projects with enterprise-wide impacts, to establish the foundation set for all additional rollouts.

### News Of Interest

- **A revised agency rollout schedule approved September 15** by the SCEIS Executive Oversight Committee adjusts the timing of future implementations, while keeping the original Project completion date of July 2010. In the new schedule, agencies will go live in just two large rollouts, rather than a series of frequent smaller rollouts. (The upcoming FF2 rollout on November 3, 2008, is unchanged.)
- **Finalizing roll out phases.** In the revised plan, the previously-identified Functional Fit 3 and 4 agencies and most of the broader-scope Wave agencies will all go live together, in a large Phase 3 rollout on November 2, 2009. A final rollout, Phase 4, will complete the SCEIS agency implementations on May 3, 2010. Between now and Phase 3, the SCEIS Project Team is working on development of the Human Resources / Payroll modules and a number of projects with enterprise-wide impacts, to establish the foundation set for all additional rollouts.
- **Note:** The Portal will be unavailable weekdays from 8pm to 9pm and on Sundays from 2 to 5 pm for regular Maintenance.

### Helpful Links

- [SC Gov](#)
- [Employee Insurance Program \(EIP\)](#)
- [Retirement Systems](#)
- [Office of Human Resources \(OHR\)](#)
- [State Holidays](#)
- [SCEIS](#)
- [BLOG](#)

5.

Click the Employee Self-Services tab

Employee Self-Service

Welcome essuser1, **MySCEmployee** powered by **SCEIS**

Welcome | **Employee Self Service** | **My Overview** | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

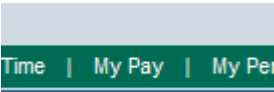

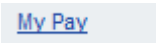
Employee Self-Service provides South Carolina employees with easy access to information and services.

<p><a href="#">My Employee Search</a> *State Employee Directory</p>	<p><a href="#">My Working Time</a> *Record Working Time *Holiday Schedule *Leave Requests *Quota Overview *State Employee Leave Package *Time Statements</p>
<p><a href="#">My Pay</a> *Pay Statements *Total Comp Statement *Employee Verification *Bank Information (Direct Deposit) *W-4 Tax Withholding *Voluntary Deductions</p>	<p><a href="#">My Personal Info</a> *Address and Emergency Contacts *Personal Data</p>
<p><a href="#">My Benefits</a> *Employee Insurance Program Websites *Retirement Forms</p>	<p><a href="#">My Travel and Expenses</a> *Expense Reports *Travel Requests</p>
<p><a href="#">My Career</a> *State Jobs *Training and Development</p>	



The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Select the workset by performing one of the following functions:

Activity	Notes
	Select the workset <b>TAB</b> . The workset tabs are located below the main ESS tab.
	Click the <b>ICON</b> for the workset.
	Click the main <b>LINK</b> for the workset.



Welcome essuser1, **MySCEmployee**  
powered by **SCSIS**

Employee Self-Service

My Overview | My Employee Search | My Working Time | **My Pay** | My Personal Info | My Benefits | My Travel and Expenses | My Career

**My Pay**

**Pay Information**  
[Pay Statements](#)  
 View your pay statements (current or historical).  
[Employment Verification](#)  
 Create an employment and salary verification request. The request will be sent to HR, who will mail or fax your information to third parties (such as a bank or loan agency).

**Direct Deposit and Banking**  
 [Direct Deposit Authorization](#)  
 Read this prior to maintaining direct deposit.  
[Bank Information](#)  
 Maintain your banks for direct deposit.  
 NOTE: Changes made might not be in effect for up to two weeks.

**Deductions and Withholdings**  
[W-4 Tax Withholding](#)  
 Maintain your tax withholdings for Federal and State.  
 NOTE: Changes made might not be in effect for up to two weeks.  
[Voluntary Recurring Deduction](#)  
 This link allows you to enter Voluntary Recurring Deduction  
[One Time Voluntary Deduction](#)  
 This link allows you to enter One Time Voluntary Deduction



The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **Bank Information** service, click the link [Bank Information](#).



**DISCLAIMER:** All employees must read the "Direct Deposit Authorization" in ESS prior to maintaining their Bank Information. By using the Bank Information service in ESS, it is assumed that the employee is in agreement with the disclaimer.

8. The overview screen for **Bank Information** is displayed:

Welcome essuser1, **MySCEmployee** powered by **SCSIS**

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

**Bank Information**

1 Overview 2 Edit 3 Review and Save 4 Confirmation

**Main bank**

Name: Johnny Paul Brady (xSS)  
Bank Name:



#### Important Direct Deposit and Banking Information:

- Employees only have the option to set up direct deposit or maintain existing direct deposit information (changing banks, bank account numbers, etc.). If the employee is already set up as direct deposit, they cannot elect to change the payment method to receive a check. Employees (especially New Hires) who are initially set up to receive a check are strongly encouraged to use direct deposit.
- The screenshot above shows an example of an existing Main Bank record that is set up to receive a check. A record is set up as a check when the Bank Name is not populated.
- When changes are made to direct deposit, they might not be in effect for up to two weeks based on the timing of the payroll cycles.

9. To change your Main Bank details, click .

Welcome essuser1, **MySCEmployee**  
powered by **SOEIS**

Welcome | **Employee Self-Service** | My Overview | My Employee Search | My Working Time | **My Pay** | My Personal Info | My Benefits | My Travel and Expenses | My Career

**Bank Information**

**Bank Information**

1 Overview 2 **Edit** 3 Review and Save 4 Confirmation

Name: Johnny Paul Brady (xSS)

Bank Key / Routing Number: 011102094 WACHOVIA BANK N.A.

Bank Account: 1509912345

Account Type: Checking

Payment Method: Direct Deposit: PA ...

[Example Check](#)

**YOUR NAME**  
5555 Street Name  
City, ST 12345

DATE \_\_\_\_\_

Pay to the Order of \_\_\_\_\_ \$ \_\_\_\_\_

Financial Institution  
1000 Street Name  
City, ST 12345

For \_\_\_\_\_

004183835 003527942 1001

Routing Number Account Number Check Number

Previous Step Review Exit

10. As required, complete/review the following fields:

Field	R/O/C	Description
Name	R	The employee's legal name for direct deposit. This field is displayed only and is from the employee's HR master record.
Bank Key / Routing Number	R	The bank's unique number used for routing a direct deposit purposes.
		<ul style="list-style-type: none"> <li>See <b>Step 10.1</b> and <b>Step 10.2</b> for tips on how to find your Bank Key / Routing Number.</li> </ul>
Bank Account	R	The employee's bank account number.
Account Type	R	The type of account (i.e. Checking or Savings); select one from the drop-down.
		The payment method type.
Payment Method	R	NOTE: The payment method for 'Direct Deposit' will always default. When setting up a new record, or changing your bank information, employees will only have the option to set up for direct deposit. Employees cannot change to receive a check.

To find the Bank Key / Routing Number, have one of your checks readily available and locate the 9-digit number on the lower

**10.1.** left portion of the check. Use the 'Check Example' diagram to assist you:

**YOUR NAME**  
5555 Street Name  
City, ST 12345

DATE \_\_\_\_\_

Pay to the Order of \_\_\_\_\_ \$ \_\_\_\_\_


Financial Institution  
1000 Street Name  
City, ST 12345

For \_\_\_\_\_

**1001**

**10041838351** **003527942** **100111**

Routing Number      Account Number      Check Number

**10.2.** To find the Bank Key / Routing Number, click the field drop-down and use the search tool. Search on the field 'Bank Name' and click .

**Advanced Search**

Bank Key:  Bank name:  House no/street:

City:  Bank Branch:  SWIFT code:

Bank number:  Bank Country:

Bank number	SWIFT code	City	Ctry	Name of bank	House number and street	Bank Branch	Bank Key
011100106		WINSTON-SALEM	US	WACHOVIA BANK N.A.	401 LINDEN STREET		011100106
011101024		WINSTON-SALEM	US	WACHOVIA BANK N.A.	401 LINDEN STREET		011101024
011102094		WINSTON-SALEM	US	WACHOVIA BANK N.A.	401 LINDEN STREET		011102094
011103022		WINSTON-SALEM	US	WACHOVIA BANK N.A.	401 LINDEN STREET		011103022
011103284		WINSTON-SALEM	US	WACHOVIA BANK N.A.	401 LINDEN STREET		011103284

Row 1 of 483



When using the search function:

- Always use all upper-case letters. The search tool is case-sensitive.
- Use wildcard searches ( \* ) to ensure you find the bank by it's full legal name.

**11.** Maintain the **Bank Information** and then perform one of the following:

If	Then
You want to continue and save the <b>Bank Information</b> .	Click <input type="button" value="Review"/>
You do not want to save the information entered/changed and navigate back to the <b>Bank Information</b> overview page.	Click <input type="button" value="Previous Step"/>
You want to cancel all activity in the <b>Bank Information</b> service and navigate back the the 'My Pay' area page.	Click <input type="button" value="Exit"/>

**12.** For the purpose of this exercise, click .



The screenshot displays the MySCEmployee Employee Self-Service portal. The header includes a welcome message for 'essuser1' and the MySCEmployee logo, powered by SOEIS. A navigation bar contains links for Welcome, Employee Self-Service, My Overview, My Employee Search, My Working Time, My Pay, My Personal Info, My Benefits, My Travel and Expenses, and My Career. The 'Bank Information' section is active, showing a four-step process: 1. Overview, 2. Edit, 3. Review and Save (highlighted), and 4. Confirmation. Below the process bar, the text 'Verify the Bank data below' is followed by the following information:

Name:	Johnny Paul Brady (xSS)
Bank Key / Routing Number:	011102094 WACHOVIA BANK N.A.
Account Number:	1509912345
Account Type:	Checking
Payment Method:	Direct Deposit: PAYROLL

At the bottom of the section are three buttons: 'Previous Step' (disabled), 'Save' (highlighted), and 'Exit'.

13. To save the **Bank Information** record, click **Save**.

The screenshot shows the 'MySCEmployee' portal with the 'Employee Self-Service' tab selected. The 'Bank Information' section is active, displaying a progress bar with four steps: 1. Overview, 2. Edit, 3. Review and Save, and 4. Confirmation (highlighted in orange). Below the progress bar, a message states: 'The changes you made to your Bank data were saved'. Under the heading 'What do you want to do next?', there are three links: 'Go to Bank Information Overview', 'Go to My Pay Homepage', and 'Go to Employee Self-Services Homepage'. The user's details are listed below: Name: Johnny Paul Brady (xSS), Bank Key / Routing Number: 011102094 WACHOVIA BANK N.A., Account Number: 1509912345, Account Type: Checking, and Payment Method: Direct Deposit: PAYROLL.

**14.** Perform one of the following:

If	Then
You want to navigate back to the Bank Information overview page to display or maintain additional bank data.	<a href="#">Go to Bank Information Overview</a>
You want to navigate back to the 'My Pay' area page.	<a href="#">Go to My Pay Homepage</a>
You want to navigate all the way back to the main ESS 'My Overview' page.	<a href="#">Go to Employee Self-Services Homepage</a>

**15.** For the purpose of this exercise, click the link [Go to Bank Information Overview](#).

The screenshot displays the MySCEmployee Employee Self-Service web application. The header includes a welcome message for 'essuser1' and the MySCEmployee logo, which is powered by SCEIS. A navigation bar contains links for Welcome, Employee Self-Service, My Overview, My Employee Search, My Working Time, My Pay, My Personal Info, My Benefits, My Travel and Expenses, and My Career. The main content area is titled 'Bank Information' and features a progress bar with four steps: 1. Overview (highlighted), 2. Edit, 3. Review and Save, and 4. Confirmation. Below the progress bar, the 'Main bank' section shows the Name as 'Johnny Paul Brady (xSS)' and the Bank Name as 'WACHOVIA BANK N.A.', with an 'Edit' button. At the bottom of the section are three buttons: 'Previous Step', 'New Other bank' (highlighted with an orange arrow), and 'Exit'.

16. To create an Other Bank bank, click **New Other bank**.

Welcome essuser1, **MySCEmployee**  
powered by **SCS**

Welcome | **Employee Self-Service** | My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

**Bank Information**

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Name: Jonathon P. Brady

Bank Key / Routing Number: 011000208 BANK OF AMERICA N.A.

Bank Account: 091000100

Account Type: Savings

Payment Method: Direct Deposit: PA ...

Standard Percentage: 0

Or

Dollar Amount: 100.00

Example Check

YOUR NAME 5555 Street Name City, ST 12345		DATE	100.
Pay to the Order of		\$	
Financial Institution 1000 Street Name City, ST 12345		Dollars	
For			
004183835	003527942	1001H	
Routing Number	Account Number	Check Number	

Previous Step Review Exit



Set up an Other Bank record by maintaining the same fields as described in Step 10. Additionally, the Other Bank screen has the fields 'Standard Percentage' and 'Dollar Amount.' One of these must be maintained. If an employee chooses to set up an additional direct deposit, the Other Bank is paid the dollar amount or percentage amount defined. The remaining portion of net pay is deposited into the Main Bank.

**Result**

You have maintained your direct deposit and bank information in ESS.